



The BASO Connection

February 2004



Distributed monthly by the Business & Administrative Systems Office

About This Newsletter



The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Office (BASO) in HQ Code CF, including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.



Budget Formulation 0.5B Goes Live!

Budget Formulation (BF) Release 0.5B successfully went live on February 24, 2004. This latest release of the Budget Formulation tool provides enhancements which include:

- A "global recompute" button has been added to ensure that rates for both FTE and Service Pools (not currently planned at HQ) are consistent between the distribution/planning and phasing folders
- A new folder for centers to plan Center G&A CoF using WBS structures has been added

Note that all other CoF planning should be completed using the project planning folder with the appropriate CoF designation. Furthermore, reports in the BF Business Warehouse have been supplemented to accommodate the increased functionality for CoF planning.

Questions on Budget Formulation? Are all those BF acronyms making your head spin? Check out <http://budgetformulation.hq.nasa.gov>, or call or stop by the BASO at 358-IFMP, Rm 4R49!



WebTADS: the Time Is Near!

WebTADS is NASA HQ's new, web-based timekeeping system, and starting March 22, 2004 (Pay Period 8), all NASA HQ employees will begin using WebTADS in place of TLC. NASA's move to a standard, agency-wide timekeeping system is required by the e-Payroll initiative and HQ will be the 9th "center" to implement WebTADS. WebTADS' features include:

- Accessible anywhere via the internet (e.g., office, home, and travel destinations)
- Prior pay adjustments overtime requests will now be processed on line

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- Leave planning can also be done online

Web-based training will be available to all HQ employees in early March. Instructor-led training for timesheet approvers and POC's will be conducted from March 1 through 12. If you are an approver or POC, call 358-IFMP to register for training. Employee demos will be offered as well – be on the lookout for dates and times in March!

For more information on WebTADS, contact Pam Feters (358-0867) or Linda Phipps (358-0731), or visit the WebTADS HQ website at <http://webtads.hq.nasa.gov>, which will be up as of March 1.



The Power of BW Hierarchies

In Business Warehouse (BW) reports, certain report fields have a hierarchy feature that allows you to "roll up" or summarize data based on useful groupings. Using the hierarchy feature can be a really powerful way to sort and customize your data. To activate a hierarchy for a field in a BW report:

- Access the field's *properties* screen (click on the field and select properties from the enhanced menu)
- Under *Display Hierarchy*, check the *Active* box and select a hierarchy from the dropdown
- To see more/fewer hierarchy levels, check the *Expansion Level* box and select the desired number from the dropdown.

Try some of these hierarchies:

- *Funds Center* (Master Data Hierarchy for FM area NASA): Summarizes by UPN
- *Commitment Item* (Full Cost Hierarchy): Summarizes by Full Cost Commitment Item Group
- *Functional Area* (All Enterprises):

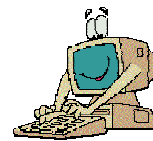
Summarizes by Enterprise

- *WBS Element* (WBS Hierarchy): Summarizes by WBS Group

For more details on BW hierarchies, check out the job aid at [link]. Questions? Contact the BASO at 358-IFMP, Rm 4R49.

Thanks for Your Input!

A big thanks to all those who participated in our BW Website Preview last month. There was a pretty good turn out and most everyone voted for design #1, which features earth tones and a sleek look. The new web site will be available in March and will include the training schedule, jobs aids, telecon minutes, an improved Bookmark Repository, and more! Be on the lookout for new BASO website announcements coming soon!



Mac User Alert!

For those of you who access IFMP systems from your Mac workstation, here are a couple of things to keep in mind:

SecurID tokens no longer required at <https://utility.nasa.gov>

After February 27, 2004, SecurID tokens will no longer be required to login at <https://utility.nasa.gov>, the NISSU/NFuse/Citrix website that Mac users use to access IFMP systems. After this date, users will no longer be prompted for their SecurID PIN/Token. Users will, however, be required to change their passwords the first time they log in after February 27. This password change will not affect any other IFMP passwords.

Accessing Core Financial Web-Based Training (WBT)

Mac OS 9 users can to access the Core Financial WBT at <http://cfwebcourse.ifmp.nasa.gov/> using Internet Explorer (IE). Mac OS X users, however, cannot access this WBT website directly using IE (the problem is an incompatibility of the WBT software plug-in). Mac OS X users must access the WBT website by logging into NISSU/NFuse/Citrix at <https://utility.nasa.gov>.

Did You Know?



PR printout now has creator's name

When you print out a PR in SAP R/3 (transaction code ZMM_PR), now the name of the user who created the PR is printed in the Purchase Request information box (in the upper right hand corner of the first page) instead of that person's user ID. The PR creator's phone number will print if his/her individual record contains a phone number. In addition, the "NPG 7120.5 COMPLIANCE CERTIFICATION" form is no longer printed with each PR.



New BASO websites coming soon!

The BASO has been designing and re-designing our websites so that they will better serve the HQ user community. Be on the lookout for new HQ website launches for the BASO, Travel Manager, Business Warehouse, and Core Financial coming in March!

BASO Contacts

The BASO, housed within HQ Code CF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.